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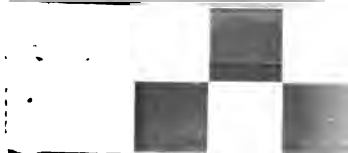
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**RULES**

**OF THE**

**BOARD OF EDUCATION**

**AND OF THE**

**PUBLIC SCHOOLS**

**OF**

**SAN FRANCISCO.**

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**1894.**

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**SAN FRANCISCO:**

**GEO. SPAULDING & CO., PRINTERS**

**1894.**



# BOARD OF EDUCATION.

1894.

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54 1894

PRESIDENT

F. A. HYDE.

## MEMBERS.

## OFFICES.

## RESIDENCES.

F. A. HYDE.....	630 Commercial street....	2012 Pacific avenue
PELHAM W. AMES.....	Spring Valley Water Wks.	1312 Taylor street.
JERE T. BURKE.....	S. F. Clearing House .....	1427 Washington st
THOMAS R. CAREW.....	19 Van Ness avenue.....	1533 Waller street.
DR. C. A. CLINTON.....	3279 Mission street.....	N. E. cor. Howard and 21st streets.
JAMES H. CULVER.....	31 Post street.....	1111 Clay street.
J. J. DOWLING.....	234 Montgomery street....	1314 Scott street.
J. J. DUNN.....	16 Post street.....	2026 Golden Gate av
S. E. DUTTON.....	212 California street....	2511 Sacramento st
CHARLES A. MURDOCK....	532 Clay street.....	2710 Scott street.
J. H. ROSEWALD.....		922 Geary street.
FRANK J. SYMMES.....	222 Sutter street.....	630 Harrison street

## SUPERINTENDENT OF COMMON SCHOOLS:

JOHN SWETT.....New City Hal  
Residence, 1419 Taylor street.

## DEPUTY SUPERINTENDENT OF COMMON SCHOOLS:

MADISON BABCOCK.....New City Hal  
Residence 25 Thirteenth street.

## SECRETARY:

GEORGE BEANSTON.....New City Hal  
Residence, 1014 Fillmore street.

## ASSISTANT SECRETARY:

GEORGE W. WADE.....New City Hal  
Residence, 1436 Leavenworth street.

## ASSISTANT SECRETARY.

I. J. ASCHHEIM.....New City Hal  
Residence, 409 Eddy street.

## BOOKKEEPER:

GILES C. LETCHER .....New City Hal  
Residence, 3036 California street.

## STENOGRAPHER:

MISS M. F. CUSICK.....New City Hal  
Residence, 671 Clementina street.

## MESSENGER:

FRANK W. YALE.....New City Hal  
Residence, 203½ Polk street.

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# STANDING COMMITTEES.

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The President is ex officio a member of all standing Committees.  
The Superintendent is ex officio a member of the Committees on Classification, on Rules, and on Qualifications of Teachers.

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## FINANCE:

SYMMES, CULVER, MURDOCK.

## CLASSIFICATION:

BURKE, AMES, CLINTON, ROSEWALD, MURDOCK, CAREW.

## RULES.

AMES, SYMMES, CULVER.

## QUALIFICATIONS OF TEACHERS:

BURKE, DUTTON, AMES.

## BUILDINGS AND GROUNDS:

DOWLING, BURKE, ROSEWALD, DUNN.

## SALARIES:

CLINTON, CAREW, DUNN.

## SUPPLIES:

DUTTON, BURKE, DUNN.

## JUDICIARY:

CAREW, DOWLING, CLINTON.

## PRINTING:

CULVER, DUNN, CAREW.

## JANITORS:

DUNN, DUTTON, CULVER.

## VISITING:

MURDOCK, CLINTON, DUTTON.

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# OFFICE HOURS FOR SCHOOL BUSINESS.

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GENERAL OFFICE.....	NEW CITY HALL From 9 A. M. to 4 P. M.
SUPERINTENDENT.....	New City Hall From 8 to 9 A. M. and from 3 to 4 P. M.; Saturdays from 9 A. M. to 12 M.
F. A. HYDE.....	630 Commercial street
PELHAM W. AMES.....	1312 Taylor street Evenings except Saturdays.
JERE T. BURKE.....	After 4 P. M. at 104 Sutter street No school business transacted at S. F. Clearing House.
THOMAS R. CAREW.....	19 Van Ness avenue Fridays, from 3 to 6 P. M.
DR. C. A. CLINTON.....	N. E. corner Howard and Twenty-first streets From 2 to 4 P. M.
JAMES H. CULVER.....	31 Post street Fridays, from 3 to 5 P. M.
J. J. DOWLING.....	234 Montgomery street Thursdays, from 4 to 5 P. M.
J. J. DUNN.....	At office of Superintendent, New City Hall Tuesdays, from 3 to 4 P. M.
S. E. DUTTON.....	212 California street Daily during business hours.
CHARLES A. MURDOCK.....	532 Clay street Thursdays, from 3 to 5 P. M.
J. H. ROSEWALD.....	922 Geary street Tuesday evenings, from 6:30 to 7:30.
FRANK J. SYMMES.....	223 Sutter street Fridays, 4 P. M.



# RULES

OF THE

# BOARD OF EDUCATION.

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## *The President.*

SECTION 1. The President of the Board of Education shall be chosen by ballot on the first Monday after the first day of January in each year.

SEC. 2. In the absence of the President, or in case of his inability to act, the Board shall elect a President *pro tempore*, who shall possess the powers and perform the duties of the President.

SEC. 3. The duties and powers of the President shall be as follows:

First—To appoint in the month of January of each year, the Standing Committees of the Board of Education, subject to its approval thereof.

Second—To preside at the meetings of the Board, and to preserve order and decorum.

Third—To decide all points of order, subject to an appeal to the Board, if the appeal be regularly moved and seconded.

Fourth—To order a vote of the Board to be taken by call of the yeas and nays, at the request of any member.

Fifth—To appoint all Special Committees of the Board unless such appointments be otherwise provided for.

Sixth—To be *ex officio* a member of all Standing Committees.

Seventh—To suspend any or all schools or classes when deemed necessary or advisable, and to submit such action to the Board for its approval at the earliest opportunity.

Eighth—To postpone any regular or special meeting of the Board at the written request of a majority of the members.

Ninth—To exercise a general supervision over and keep himself informed as to the needs of the School Department and to make such recommendations to the Board and committees, from time to time, as will, in his opinion, promote the welfare of the schools.

Tenth—To authenticate by his signature, jointly with the Secretary, all teachers' certificates, diplomas, contract leases and other legal documents, which require execution in the name of the Board.

Eleventh—To approve the official bonds of employees:

### *Meetings.*

SEC. 4. The regular meetings of the Board shall be held on the second and last Wednesdays of each month.

SEC. 5. The hour for opening the sessions of the Board shall be eight o'clock P. M., if a quorum be present. If quorum be not obtained the Board shall stand adjourned until the next regular meeting, or until such time, prior thereto, as a majority of those present may determine.

SEC. 6. Special meetings may be called by the President.

dent, whenever in his judgment the needs of the Department require them.

SEC. 7. Special meetings shall be called by the President on the written request of any three members of the Board, stating the object of said meetings.

SEC. 8. No special meeting shall be called on a shorter notice than twenty-four hours.

SEC. 9. No business shall be transacted at any special meeting other than that for which it is called.

### *Quorum.*

SEC. 10. Seven members of the Board shall constitute a quorum and shall be necessary for the transaction of any business.

### *Rules of Order.*

SEC. 11. The rules of order governing this Board shall be the same as those governing legislative bodies generally, and as contained in "Cushing's Manual."

SEC. 12. No measure or proposition shall be valid unless it be passed by seven votes; provided, that motions to adjourn, to postpone, to postpone to a definite time, to reconsider, to commit, to lay on the table, to amend, or the previous question, shall require only a majority of the members present.

SEC. 13. All motions, resolutions, orders and votes of the Board, involving the disbursement of money, shall be taken by yeas and nays, and the votes registered.

SEC. 14. No member shall speak more than twice on the same subject, without leave of the Board.

SEC. 15. A reconsideration can be had only at the same

meeting, or at the first subsequent regular meeting, upon notice given at the meeting at which the vote was taken.

SEC. 16. Any rules adopted by the Board may be amended or repealed by the affirmative vote of seven members at any meeting, provided notice in writing of such intended amendment or repeal has been given at a previous meeting.

SEC. 17. Any rule of the Board may be suspended by an affirmative vote of nine members thereof.

### *Order of Business.*

SEC. 18. The following shall be the order of business at all regular meetings of the Board:—

1. Roll Call.
2. Reading and Approval of the Minutes.
3. Communications and Petitions.
4. Report of the Superintendent.
5. Reports of Standing Committees.
6. Appointment, Nomination and Election of Teachers.
7. Reports of Special Committees.
8. Unfinished Business.
9. New Business.

### *Standing Committees.*

SEC. 19. The Standing Committees shall be as follows, and each committee shall consist of not less than three members:—

1. Finance.
2. Classification.
3. Rules.
4. Qualifications of Teachers.
5. Buildings and Grounds.

6. Salaries.
7. Supplies.
8. Judiciary.
9. Printing.
10. Janitors.
11. Visiting.

SEC. 20. Every written report of a standing committee must be signed by a majority of the committee.

SEC. 21. All committee meetings shall be held at the rooms of the Board of Education, and a record of the proceedings thereof shall be kept by the Secretary of the Board, if requested, who shall be *ex officio* the Clerk of each Committee, and for such extra service shall receive such compensation as shall be fixed by the Board of Education.

### *Finance.*

SEC. 22. It shall be the duty of the Committee on Finance:

(1.) To audit all bills against the School Fund of the Department.

(2.) To require all demands, except the current expenses for salaries, rents and water, and bills presented under written contract with the Board, to be sworn to by the parties presenting them.

(3.) To examine semi-annually, in the month of July and January, the accounts of the Secretary of the Board; also the books and accounts of the Bookkeeper of the School Department, and report thereon to the Board.

(4.) To obtain, in the months of July and January of each year, from the Secretary of the Board, a correct statement of the finances of the School Department.

(5.) To report to the Board at the last regular meeting in April of each year, an estimate of the amount of money which will be required during the next fiscal year for the purpose of meeting the current annual expenses of the public schools in the City and County of San Francisco; specifying the amount required for supplies to be furnished to pupils; for purchasing and procuring sites for school buildings; for leasing rooms and buildings; for erecting school buildings; for furnishing, fitting up, altering, enlarging, and repairing buildings and premises under the charge of the Board; for salaries of teachers, janitors, clerks and other employes of the School Department.

(6.) To present to the Board at its first regular meeting in each month a statement of the condition of the funds under the control of the Standing Committees.

(7.) To exercise a general supervision and control over the expenditures of the School Department; to see that the school funds are properly and economically disbursed, and that no bills are contracted by any person or committee which are not in accordance with law and for the best interests of the schools, and to attend to such other financial matters as may, from time to time, be referred to it by the Board, or that it may deem necessary; *provided*, that all rulings or orders of the Finance Committee shall be subject to appeal to the Board.

### *Classification.*

SEC. 23. It shall be the duty of the Committee on Classification, and it shall have power—

(1.) To determine the classification of schools, and the promotion of classes.

(2.) To prepare and recommend to the Board for its

adoption, the Course of Study to be pursued in the schools, and, from time to time, to recommend such changes as may be deemed desirable.

(3.) To determine at what time, and in what manner, pupils shall be promoted from one grade to another.

(4.) To transfer pupils from one school to another, when good reasons exist for so doing.

(5.) To recommend to the Board the adoption of such text-books as may be required by the Course of Study.

(6.) To determine the rank of assistant teachers, and to recommend to the Board their promotion from one grade to another.

(7.) To report to the Board, from time to time, the number of substitute teachers that may be needed in the schools.

(8.) To appoint one of the teachers in any Primary School of eighteen or more classes to take charge, under the direction of the Principal, of the boys' yard at the recesses. Such teacher shall be designated as Head Assistant, and shall be allowed twenty dollars extra compensation per month.

(9.) To consider all propositions to transfer teachers from one school to another, and to report to the Board for confirmation or rejection.

(10.) To attend to such other matters as may be referred to it by the Board.

### *Rules.*

SEC. 24. It shall be the duty of the Committee on Rules and it shall have power—

(1.) To examine every proposition presented to the

Board for the repeal or the amendment of any of the rules, and to state, in writing, its reasons for or against the proposed alterations.

(2.) To examine and report on all matters pertaining to the rules of the Board as it may at any time deem necessary.

(3.) To attend to all matters of discipline referred to it by the Board, by any member thereof, or by the Superintendent.

(4.) To investigate all charges that may be preferred against any teacher or school officer for violation of the rules of the Board, or for misconduct.

(5.) To suspend for good cause, after a fair hearing, until the next regular meeting of the Board, any teacher or employee of the Department, and report the same to the Secretary immediately, and the facts to the Board at its next regular meeting.

(6.) To investigate all cases of suspension of pupils from the schools reported to it by the Superintendent. The action of the committee shall be final; *provided* that, if in its opinion, any case merits expulsion, it shall report the matter for action to the Board of Education.

(7.) To grant to teachers permission to be absent, or excuses for absence, for a period not exceeding two weeks, or leave of absence for a period not exceeding one month.

(8.) To consider all applications from teachers for leave of absence, and to report the same to the Board for its action.

(9.) To attend to such other matters as may be referred to it by the Board.



*Qualifications of Teachers.*

SEC. 25. The Committee on Qualifications of Teachers shall have power, and it shall be its duty—

(1.) To take under consideration all nominations for positions as teachers in the School Department, and all recommendations of the City Board of Examination for the issuance or renewal of certificates.

(2.) To report, in writing, to the Board the names of those whom it may find qualified to fill the positions for which nominations have been made.

(3.) To examine as to the success and efficiency of all substitute teachers, and of all probationary teachers, and report, in writing, to the Board, with such recommendations as it may deem for the best interests of the schools.

(4.) To receive and examine all reports from the Superintendent, and all complaints from others, involving the competency of teachers (except where, by vote of the Board, such reports or complaints may be otherwise referred), and to investigate and take testimony regarding the same, and to report the result of such investigations and its recommendations to the Board for final action.

*Buildings and Grounds.*

SEC. 26. The Committee on Buildings and Grounds shall have power, and it shall be its duty—

(1.) To exercise a general supervision over the buildings and grounds of the Department.

(2.) To supervise all repairs of school property.

(3.) To report to the Board, for action, all information regarding the location, erection and alteration of school buildings, and the repairs thereof, when called for by vote

of the Board; and to report to the Board at the first regular meeting in each month all work done at the schools, under its direction, during the preceding month, stating the names of the schools at which the work was done, the character of the work and the cost thereof.

(4.) To report, in writing, during the month of May in each year, the condition of all school property.

(5.) To require the Secretary of the Board, in the month of May in each year, to advertise, for two weeks, in one daily paper of general circulation, published in San Francisco—to be designated by the committee—for sealed proposals for supplying the Department with whatever lumber, hardware, nails, paints, and other material may be required in the Carpenters' Department during the succeeding fiscal year, beginning the first day of July following.

(6.) To require the Secretary, under the direction of the Board, to advertise for two weeks, in one daily paper of general circulation—to be designated by the committee—for sealed proposals for repairs or additions to school houses, in all cases in which the estimated cost exceeds the sum of two hundred dollars.

(7.) To propose plans and specifications for all new buildings, and for all repairs costing more than two hundred dollars.

(8.) To supervise all contracts made by the Board for repairs on school buildings, or for the erection of new buildings, and to attend to the proper execution of such contracts.

(9.) To perform such other duties as may be assigned to it by the Board.

*Salaries.*

SEC. 27. The Committee on Salaries shall have power, and it shall be its duty:—

(1.) To prepare and report annually in the month of June, a schedule of salaries for the ensuing fiscal year, for the teachers and other employees of the School Department, paid monthly, except mechanics and laborers.

(2.) To examine and report to the Board relative to any proposed change in the salary of any employee of the Department, with such recommendations as it may deem desirable.

(3.) To attend to any other matters connected with salaries of employees that may be referred to it by the Board.

*Judiciary.*

SEC. 28. The Committee on Judiciary shall examine the laws and report concerning questions of law, in matters referred to it by the Board.

*Supplies.*

SEC. 29. It shall be the duty of the Committee on Supplies to recommend, from time to time, the purchase of such school furniture, apparatus, and other supplies as may be found necessary.

(1.) To supervise and direct the purchase of all supplies needed by the Department for the use of the schools, and to report to the Board at the first regular meeting in each month all work done at the schools, under its direction, during the preceding month, stating the names of the schools at which the work was done, and the character of the work done.

(2.) To require the Secretary of the Board, in the month of May in each year, to advertise for two weeks in one daily paper of general circulation, to be designated by the Committee, for sealed proposals for supplies for the School Department under its supervision.

(3.) To supervise the use of the supplies by the various schools and employees; and to adopt such measures as will tend to proper economy.

(4.) To apportion all supplies to the different schools in proportion to their attendance in the grades where the several articles are needed.

(5.) To perform such other duties as may be assigned to it by the Board.

#### *Printing.*

SEC. 30. It shall be the duty of the Committee on Printing, and it shall have power:—

(1.) To supervise all printing required by the Department.

(2.) To require the Secretary of the Board, in the month of May in each year, to advertise for two weeks, in one daily paper having a general circulation, to be designated by the committee, for sealed proposals for printing such blanks, cards, record books, and other similar supplies required by the School Department during the next fiscal year.

#### *Janitors.*

SEC. 31. It shall be the duty of the Committee on Janitors, and it shall have power:—

(1.) To recommend to the Board the employment of competent janitors.

(2.) To appoint or to suspend janitors temporarily, for good cause, and report its action to the Board at the next regular meeting.

(3.) To investigate all cases of delinquency or neglect of duty on the part of janitors reported to it, and report the result of its investigation to the Board, with such recommendation as it may deem desirable.

*Visiting.*

SEC. 32. It shall be the duty of the Visiting Committee to visit the schools of the Department, from time to time, and to make such written reports to the Board as may be deemed necessary.

*General Rules.*

SEC. 33. All orders or circulars to Principals or assistants from the Board, or any member or committee of the Board, shall be issued through the Executive Officer of the Board, after authorization by a vote of a committee or of the Board.

*Proposals for Work.*

SEC. 34. All proposals for the erection of buildings, for the furnishing of material and supplies, for printing, and for any other purposes required by the Board, shall be received by the Superintendent, at a public meeting of the Board, and shall be opened by him at such meeting.

*Incurring Expense.*

SEC. 35. No Director shall incur any expense against the Department unless authorized by the Board.

*Superintendent of Common Schools.*

SEC. 36. The Superintendent shall have power, and it shall be his duty:

(1.) To act as Executive Officer of the Board of Education.

(2.) To superintend the public schools of the city and county, and supervise teachers record books and blanks.

(3.) To direct and supervise the details of instruction in the public schools of the city, noting the manner in which their defects may be remedied and their efficiency promoted.

(4.) To see that the rules of the School Department are observed.

(5.) To recommend to the Board such changes in the rules, and such other measures as, in his judgment, may conduce to the welfare of the public schools.

(6.) To report to the Committee on Rules all teachers or other employees of the Department whom he may deem guilty of any infraction of the rules or of any unprofessional conduct.

(7.) To call occasional meetings of the Principals, or of the teachers of the Department, when, in his judgment, such meetings may be needed.

(8.) To render such aid, and to communicate such information to the Board, or to the several standing committees, as may be required.

(9.) To prepare, in uniform style, forms for all blank cards, circulars, etc., required for the use of the School Department.

(10.) To keep on file in his office, for the inspection of the Board, and of the committees thereof, all reports of the Deputy Superintendent, and Principals of Schools.

(11.) To be *ex officio* a member of the Committees of Classification, on Rules, and on Qualifications of Teacher with the right to vote in said committees.

(12.) To investigate all cases of suspension of pupils from the schools, and in the event of his inability to settle the same, he shall refer them to the Committee on Rules.

(13.) Upon the recommendation of Principals or assistants to promote pupils to higher grades, or put them back to lower grades when, in his judgment, the interests of such pupils or of the classes require such action.

(14.) To direct, under the rules of the Board, the promotion of pupils and the grading of the classes in the schools.

(15.) To make an annual report at the close of the fiscal year, showing the receipts and expenditures of the schools, and their educational condition, with such other information or suggestions as he may deem desirable.

(16.) To visit each school and each class at least once during each school year.

(17.) To keep regular office hours, other than school hours.

(18.) To attend to such other matters as may, from time to time, be referred to him by the Board.

*Deputy Superintendent of Common Schools.*

SEC. 37. It shall be the duty of the Deputy Superintendent—

(1.) To act under the direction of the Superintendent, and in his absence, to perform all the duties appertaining to his office.

(2.) To devote his time exclusively to the duties of his office.

(3.) To visit the schools and the classes of the Department, and, by frequent oral examination, to ascertain their condition.

(4.) To observe carefully the methods of instruction and discipline pursued by the teachers in the several schools, and to give them such advice and assistance as he may deem necessary.

(5.) To report to the Superintendent monthly, in writing, relative to the efficiency of the Principals and teachers and the condition of the classes visited by him. Such reports to be kept in the office of the Superintendent for the inspection of the Board or the committees.

*Secretary of the Board of Education.*

SEC. 38. It shall be the duty of the Secretary of the Board—

(1.) To have charge of all records of the Board, and of all papers directed to be filed.

(2.) To keep a full and accurate record of all proceedings of the Board, and properly to index the same.

(3.) To collect all rents and other moneys due the Department, and keep an accurate account thereof in a book provided for that purpose. He shall immediately pay into the Treasury of the City and County all moneys so collected, and shall take the Treasurer's receipt for the same.

(4.) To notify members of the Board of all meetings.

(5.) To notify the chairman of every committee appointed, stating the names of the members associated with him on such committee.

(6.) To notify teachers of their appointment to positions in the Department, and to give such other notices as may be required of him by the Board, or by the chairman of any committee.

(7.) To transmit copies of all votes, resolutions and



documents, which are to be sent to members of the Board to the chairmen of committees, to Principals, to teachers and others.

(8.) To examine and certify to the correctness of all bills or claims presented to the Board for payment.

(9.) To keep full and accurate accounts of all receipts and expenditures of the Board in books provided for that purpose.

(10.) To present to the Committee on Finance, as soon as practicable after the close of the fiscal year, a balance sheet of all books of account kept by him.

(11.) To cause to be published all such advertisements as may be ordered by the Board, or as may be required by the rules of the Department.

(12.) To give a bond before entering on the discharge of his duties, in the sum of three thousand dollars, for the faithful performance thereof.

(13.) To superintend, under the direction of the Superintendent, the Assistant Secretaries, Bookkeeper, Typewriter, and other attaches of the office of the Board of Education, and to report to the Superintendent any delinquency on their part.

### *Inspector of Buildings.*

SEC. 39. An Inspector of Buildings shall be elected by the Board of Education, who shall hold his position during the pleasure of the Board. He shall be immediately responsible to, and subject to the control of, the Committee on Buildings and Grounds.

SEC. 40. The Inspector of Buildings shall furnish a bond in the sum of \$5,000, for the faithful performance of his duty. His salary shall be fixed by the Board of Education.

SEC. 41. It shall be the duty of the Inspector of Buildings—

(1.) To keep at his office books for the registering of all requisitions, and he shall not permit such books to be taken from his office, except by order of the Board.

(2.) To present all requisitions and estimates for repairs to the Committee on Buildings and Grounds; and no such requisition shall be considered without the signature of the Chairman thereof.

(3.) To file with the Bookkeeper of the Board of Education duplicate bills for all repairs made.

(4.) To perform such other duties as may be required of him by the Board or by the Committee on Buildings and Grounds.

(5.) The office of the Inspector of Buildings shall be in the rooms of the Secretary of the Board of Education.

*Storekeeper.*

SEC. 42. The Storekeeper of the Department shall be elected by the Board of Education, and shall hold his position during the pleasure of the Board.

SEC. 43. He shall be subject to the direction of the Committee on Supplies.

SEC. 44. It shall be his duty—

(1.) To keep all requisition books for the purchase of supplies at his office, and he shall not permit them to be removed therefrom except by order of the Board.

(2.) To see that all requisitions for the purchase of supplies are duly signed by the chairman of the Committee on Supplies; and no such requisition shall be valid without such signature.

(3.) To require all supplies purchased for the use of the Department, except fuel, to be delivered to him at the Department Storehouse, and when so delivered he shall give his receipt therefor.

(4.) He shall not receive any supplies unless accompanied by a requisition properly drawn and signed by the chairman of the Committee on Supplies, and also by a bill and a duplicate bill, showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(5.) To file the duplicate bill with the Bookkeeper of the Board of Education, within twenty-four hours after the receipt of the goods, and shall retain in his office the original bill, also showing in detail the articles furnished, the date of delivery, and the number of the requisition.

(6.) To examine all material furnished under contract, and see that the same is furnished in accordance with the specifications, and shall reject any or all articles that do not comply with the terms of the contract, in respect either to quantity or quality.

(7.) To instruct, at the time of the delivery of any articles, the dealers to make out demands therefor on the blanks provided by the Secretary of the Board, stating upon said blanks the articles furnished, the date of their delivery, and the number of the requisition, and to attest and file the same with the Secretary of the Board.

(8.) To keep a stock-book, in which he shall enter, under the proper heads, an account of all articles received by him, and also an account of all articles delivered by him. He shall also keep an account with each school showing a statement of all articles furnished thereto, and also all articles returned by the schools.

(9.) Not to deliver any supplies for the use of any school

unless a requisition is presented to him, properly drawn and signed by the Principal of the school and countersigned by the chairman of the Committee on Supplies.

(10.) Not to deliver any supplies for use in the office of the Board of Education unless a requisition is presented to him signed by the Secretary of the Board.

(11.) To take a receipt in duplicate for all supplies delivered by him, specifying the name minutely of each article delivered; and he shall send the original receipt to the Bookkeeper of the Board of Education within forty-eight hours after the delivery of the supplies.

(12.) He shall perform such other duties appertaining to his position as may be directed by the Board, or by the Committee on Supplies.

(13.) He shall furnish a bond in the sum of \$5,000, for the faithful performance of his duties, to be approved by the President of the Board of Education.

# RULES OF THE BOARD

RELATING TO

## PUBLIC SCHOOLS.

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SECTION 45. The schools of the Department are classed as Primary, Grammar, Evening, Commercial and High Schools.

SEC. 46. The school year shall begin on the first day of July, and end on the last day of the following June.

SEC. 47. The first term of the public schools shall begin on the second Monday of July, and end on the third Friday of December. The second term shall begin on the Monday following the first day of January, and end on the last Friday in May. There shall be a vacation during the third week in March, and during the third week in September.

SEC. 48. There shall be no school on Saturdays, Sundays, or any legal holiday, except Election Day. The following days must be observed as holidays: Christmas, New Year's, Washington's Birthday, Memorial Day, the Fourth of July, Admission Day, Thanksgiving Day and the day following, and any other State or National holiday, except Election Day. Whenever any of these holidays occur on Sunday, the following Monday shall be observed as a holiday.

SEC. 49. The President of the Board, or in his absence from the city, the Superintendent, shall have power to suspend all the schools or any particular school or class, if deemed by him necessary, or desirable, and his action shall be reported to the Board at the next regular meeting.

SEC. 50. Each school day shall consist of two sessions. The morning session shall begin at 9 o'clock, and end at 12. There shall be a recess of 10 minutes at 10:30. The afternoon session shall begin at 12, and end at 3, with an intermission of one hour from 12 to 1. A calisthenic exercise of five minutes shall be given at 10, except in High Schools. The sessions of the Polytechnic High School shall be from 9 to 12:30, and from 1 to 3, the industrial department to continue till 3:45.

SEC. 51. In Primary grades the afternoon session must close at 2:30.

SEC. 52. The school yards must be open at half-past eight, and the bell must ring for the admission of pupils to their class-rooms at ten minutes to 9; lines must then be formed and pupils must march into their class-rooms. In rainy weather one or more class-rooms shall be open at 8:30.

SEC. 53. All Day Schools having Primary grades and an average daily attendance of less than two hundred and seventy-five pupils in the grammar grades shall be known as Primary Schools.

SEC. 54. All schools having an average daily attendance of two hundred and seventy-five pupils, or more, in the Grammar grades, for five consecutive months, shall then be known as Grammar Schools.

SEC. 55. All grades below the fourth shall be known as

Primary grades, and all from the fourth to the eighth inclusive, shall be known as Grammar grades.

SEC. 56. Each Primary School shall be taught by a Principal and such assistants as may be necessary, but in schools having eight classes or more the Principal shall not be required to teach a class. The salary of the Principal of a Primary School shall not be hereafter increased to a sum greater than one hundred and fifty dollars per month.

SEC. 57. Each Grammar School shall be instructed by a Principal, a Vice-Principal, and such assistants as may be needed; and the salary of the Principal of a Grammar School shall not be hereafter increased to a sum greater than one hundred and seventy-five dollars per month.

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## DUTIES OF PRINCIPALS.

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SEC. 58. It is the duty of Principals—

(1.) To observe and enforce the Rules of the Board, and to report to the Superintendent any willful violation thereof by their assistant teachers.

(2.) To carry into effect the course of study and the general directions of the Superintendent.

(3.) To visit each class at least once every day, and aid their assistants by suggestions and by practical illustrations of methods of teaching.

(4.) To see that the fire-drill is practiced in their schools at least once a month.

(5.) To call meetings of their teachers after school hours as often as they may deem necessary, but not less than once a month, for the purpose of discussing methods of teaching or matters of school discipline.

(6.) To notify their assistants of all rules, orders and resolutions affecting them that may be adopted by the Board of Education, as soon as possible after they have been officially informed of their adoption by the Board.

(7.) To send to the Secretary of the Board monthly reports of their schools on the Monday following the last day in each school month, on blanks furnished by the Superintendent, which reports shall be placed on file in the office of the Board.

(8.) To make written reports to the Superintendent in the months of June and December of each year, as to the efficiency and success of the teachers in their schools. Such reports shall be submitted to the Committee on Qualifications of Teachers.

SEC. 59. Principals must keep a record of the attendance and absence of themselves and assistants in the Teachers' Time Table provided for that purpose. They shall send to the office of the Superintendent at the close of the last school day of each calendar month, a report embodying this record for the current month, giving the exact time and date of each absence, and the reasons therefor, together with a report of the number of classes visited by them daily during the month. This report shall be filed in the office of the Board. Principals who fail to make their reports as required by this section, shall forfeit five dollars of their salary, unless excused from this penalty by vote of the Board.

SEC. 60. Principals must keep a record of all books provided for the library of their schools, and see that they are properly marked and numbered. They shall supply from the library such books as may be needed by the children of parents unable to purchase them, under such rules and



regulations as shall be prepared by the Superintendent, and shall, at the close of the school year, or when said pupils retire from the school, collect the books so furnished, and replace them in the library. They shall hold pupils to whom books have been furnished responsible for the return of the books in proper condition.

SEC. 61. Principals shall be responsible for the general discipline and management of their schools; assistants, for order in their own rooms.

SEC. 62. Principals must detail assistants, in regular order, weekly, to take charge of the yards at half-past eight o'clock and during the morning recess and noon intermission, except in Schools where there are Vice-Principals or Head Assistants. In such schools the Vice-Principals or Head Assistants shall take charge of the yards as above stated. In mixed Grammar Schools having one Vice-Principal, the Principal shall take charge of the boys' yard, and the Vice-Principal of the girls' yard. In Separate Grammar Schools for boys or girls, having one Vice-Principal and two yards, the Principal shall take charge of one yard, and the Vice-Principal shall take charge of the other yard.

SEC. 63. Principals of Grammar and Primary Schools are authorized to hold public exhibitions or public oral examinations during the afternoon of the last school day of the school year. Principals of other schools are authorized to hold such exhibitions or examinations on any one day during the last week of the school year.

SEC. 64. Principals may promote deserving pupils and may put back incapable pupils at any time during the year.

SEC. 65. Within two weeks after the opening of school at the beginning of the school year, and within one week

after the opening of the term in January, of each year, the Principal of each school must make a report to the Superintendent of the grade of class assigned to each teacher, and the number of pupils in each class.

SEC. 66. Principals shall order the American flag to be raised on school-houses on the first and last school day of the school year, and on the last school day before and the first school day after each vacation; on Washington's Birthday, the Fourth of July, Admission Day, and on such other days as may be ordered by the Board of Education, the President of the Board, or the Superintendent.

The flag must be raised at half-mast on Memorial Day, and on such other days as may be ordered by the Board, the President of the Board, or the Superintendent.

Principals are authorized to raise the flag at half-mast on the death of any teacher or any pupil belonging to their schools.

Principals are authorized to raise the flag on any day on which public exercises are held in their schools.

SEC. 67. Principals must post the name of the teacher and the grade of the class on the outside of the door of each class-room.

SEC. 68. Principals must arrange exchanges of classes and teachers, so that instruction may be given in vocal music.

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## SUBSTITUTES.

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SEC. 69. The regular Day Substitute Class shall consist of thirty teachers who shall report for duty daily, and shall be paid such compensation as may be allowed by

the Board of Education. The Evening Substitute Class shall consist of six teachers under pay. When their services are not otherwise required, they shall be assigned to the different schools, to be trained in methods of instruction and management, in the same manner and under the same conditions as are provided by these Rules for the assignment of student teachers from the San Francisco Normal School.

SEC. 70. Whenever substitute teachers are required in High Schools they shall be temporarily appointed by the Superintendent, until the next meeting of the Classification Committee.

SEC. 71. Whenever a regular teacher is absent from school at 9 o'clock, the Principal must immediately call for a substitute, unless previously notified that the teacher will be present before 9:30. In case the regular teacher arrives after a substitute has been called for, the substitute must remain in charge of the class the entire day.

SEC. 72. Substitutes who are not notified of the return of the teacher in time to prevent their going to the school, shall continue in charge of the class the entire day.

SEC. 73. On application to the Secretary, blank forms will be furnished to substitutes, upon which they shall specify in detail where, when, and for whom they have been substituted. These reports, certified to by the Principal, shall be presented at the office of the Secretary on the last school day of each calendar month.

SEC. 74. At the close of each school month Principals must report to the Superintendent, on official blanks, concerning the success or failure of substitute teachers who have taught for at least three consecutive days in their schools.

## STUDENT TEACHERS.

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SEC. 75. Principals must report monthly on official blanks, as to the success or failure of student teachers assigned from the San Francisco Normal School.

SEC. 76. Student teachers must not be assigned to take charge of classes in case of the absence of regular teachers, except while a class is waiting the arrival of a regular teacher or substitute.

SEC. 77. As student teachers are sent out to be trained in methods of instruction and management, Principals must assign them to duty, as far as practicable, in classes where this object will be best attained. Student teachers must not be assigned to the task of correcting examination papers.

SEC. 78. Student teachers from the San Francisco Normal School shall be assigned monthly for training practice to such schools as may be determined on by the Superintendent, after consultation with the Principals of the schools.

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## DISCIPLINE.

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SEC. 79. Teachers must co-operate with their Principals in the management of pupils before and after school sessions, and at recess and the noon intermission. Good order must be maintained in rooms, halls, and on school grounds.

SEC. 80. Every teacher is hereby especially empowered and enjoined to command order, on or about the school premises, on the part of every pupil connected with the public schools.

SEC. 81. All modes of punishment calculated to degrade a pupil, and the use, on the part of any teacher, of discourteous language towards pupils or parents, are expressly forbidden.

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### CORPORAL PUNISHMENT.

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SEC. 82. Corporal punishment shall not be administered in the High Schools, nor upon girls in any of the schools of the Department, nor upon any children whose parents specifically object to it. Such punishment must be administered only by Principals or Vice-Principals, and shall only be resorted to in extreme cases when other means fail to maintain obedience. No excessive, cruel or unusual punishment shall be allowed. Pupils shall be punished only on the palm of the hand with a leather strap.

SEC. 83. Principals must keep a record of all cases of corporal punishment, in a book provided for that purpose, which record shall include the name and age of the pupil, the offense committed, and the character of the punishment. At the close of each school month, a transcript of this record shall be sent to the Superintendent on official blanks.

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### SUSPENSION.

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SEC. 84. Principals may suspend pupils absolutely for a period not exceeding one week, or for a longer time, until the Superintendent can act on the suspension. They shall immediately report any suspension to the Superintendent, who shall decide the case or report it, if necessary, to the Committee on Rules. When a pupil is temporarily suspended, the Principal must report the suspension immedi-

ately to the parent or guardian, as well as to the Superintendent. No pupil shall be sent home, even for half a day, unless a written notification be sent to the parent or guardian stating the reason therefor. Principals must report to the Superintendent at the end of each school month all cases of suspension, with the dates and causes thereof.

SEC. 85. Pupils shall be expelled only by vote of the Board. Continued willful disobedience or open defiance of the authority of the teacher constitutes good cause for expulsion from school.

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### DUTIES OF TEACHERS.

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SEC. 86. Teachers must punctually keep the hours for opening and dismissing school, and shall remain upon the school premises during the intermission at noon, except when excused by the Principal.

SEC. 87. Teachers must be in their class-rooms fifteen minutes before nine o'clock, and must be marked as tardy by Principals if they are not at their desks on time. Any teacher reported tardy three or more times in one month, shall report personally to the Superintendent. In the case of teachers in outside and remote schools the Superintendent is authorized to make any reasonable exception to the rule, rendered necessary by delayed cars or other unavoidable cause of detention.

SEC. 88. Teachers are authorized to require excuses from the parents or guardians of pupils, either in person or by written note, in cases of absence, or tardiness, or for dismissal before the close of school.

SEC. 89. Teachers must exercise reasonable supervision over the text-books of pupils; must inspect the books from

time to time, and prevent their defacement or wanton destruction.

**SEC. 90.** Principals and teachers must not give instruction for pay, or any other compensation, to pupils of their schools, nor shall such instruction be given in any building or room belonging to the Public School Department.

**SEC. 91.** Each assistant teaching a class above the second grade shall keep a "Class Record Book," showing the standing and deportment of each pupil, and shall send monthly reports, in the required form, to parents or guardians. In keeping "Class Record Books," assistants shall be allowed a reasonable discretion in the manner of crediting pupils by recitations and by weekly or monthly examinations. Whenever, at any time, any pupil is particularly deficient in school work, the teacher must notify the parent by letter or by personal notice.

**SEC. 92.** Each assistant teacher must keep a "State Register," in the required form, including the name, age, and residence of each pupil, together with the name of the parent or guardian.

**SEC. 93.** The teacher of each grade must prepare a programme of daily exercises, a copy of which shall be kept posted conspicuously in the school-room.

**SEC. 94.** Teachers must give vigilant attention to the ventilation and temperature of their rooms, and shall especially avoid an excessive degree of heat. At each recess they shall open doors and windows so as to secure an effectual change of air. At other times windows shall be opened by lowering them from the top, but pupils must not be allowed to sit in a current of air. Except in excessively cold weather, teachers must not allow coal to be put into stoves or furnaces after 1 o'clock. During the

season in which fires are required in school, teachers must endeavor to keep their rooms at a temperature of 65 deg. When thermometers are provided, teachers must appoint some pupil to report and record the temperature once an hour during the school session.

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### MONITORS.

SEC. 95. Principals must not appoint, nor allow teachers to appoint, monitors for the yards, halls, or rooms, to whom shall be delegated the power of punishment, or of reporting pupils for reprimand or punishment. This rule is not held to exclude the appointment of pupils to take charge of hat-rooms, and to distribute and collect slates, pencils, pens and paper. Janitors must not be required nor allowed to act as monitors.

SEC. 96. Teachers must not appoint pupils to examine and credit examination papers. This rule is not held to exclude the interchange of papers among pupils of the class and the correction of such papers, when the pupils have the right to appeal at once to the teacher.

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### ABSENCE OF TEACHERS.

SEC. 97. No leave of absence shall be granted or renewed for a longer period than six months, except as provided in the next following section.

SEC. 98. Whenever leave of absence is granted to an assistant teacher in a Grammar, a Primary, or an Evening school, for more than three months, or renewed so that the total absence shall amount to more than three months, a regular teacher shall be assigned to the class; but the absentee shall



be entitled to the first suitable vacancy after reporting for duty, and shall be assigned to the head of the Substitute Class until a suitable vacancy occurs. If leave of absence be granted to any other teacher, the position made vacant shall be temporarily filled by a substitute teacher during the term of such leave. Any teacher who has been employed in this Department for ten years or more shall, upon application, be granted leave of absence not exceeding one year.

SEC. 99. Teachers desiring to be absent from duty for a period not exceeding one month, must give notice thereof to the Committee on Rules, stating the cause and duration of such absence. Such notification, made upon official blanks, and approved by the Principal, must be sent to the Secretary for consideration by the Committee. In cases of sickness or other emergency teachers may absent themselves without permission; but such teachers must, upon returning to duty, give notice thereof in the manner above provided. Teachers absent from duty without such notice and approval must be reported at once by the Principal to the Secretary, who shall report the same to the Chairman of the Committee on Rules. Teachers desiring to be absent for a longer period than one month must apply to the Board for leave of absence. Principals shall not approve any notice of intended absence unless satisfied that there is good and sufficient cause therefor. Upon the return of any teacher after such absence the Principal must certify that the same was for good and sufficient cause.

SEC. 100. Principals may excuse the absence of teachers for less than one hour, for good cause, but the Principal or some other teacher or a student teacher must take charge of the class.

SEC. 101. The Vice-Principal or Head Assistant must have charge of the school during the absence of the Principal, but shall receive no extra pay until such Principal has been absent for a period of three months. In the absence of the Principal, the Vice-Principal shall designate a teacher to take charge of the yard. When the Vice-Principal or Head Assistant is absent, the Principal shall designate a teacher to take charge of the yard. Such teacher shall, for such services rendered for a period of five days or over, receive an extra compensation at the rate of ten dollars per month.

SEC. 102. No teacher shall receive any compensation when absent from duty. A deduction of one-twentieth of the monthly salary shall be made for each day's absence, and one-sixth of a day's salary for each hour's absence, except the absence be in accordance with the section which permits teachers to visit other schools.

SEC. 103. Any teacher in whose residence there is a contagious disease shall remain away from school, and shall immediately report the facts to the Committee on Rules, which committee shall determine when the teacher may return.

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### HOME STUDY.

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SEC. 104. Lessons for home study shall be regulated as follows:

To pupils of the first, second and third grades, no such lessons shall be assigned.

To pupils of the fourth and fifth grades, not more than one hour's study, and no arithmetic shall be required.

To pupils of the sixth and seventh grades, not more than one and one-half hour's study.

To pupils of the eighth grade, not more than two hours' study.

SEC. 105. In High Schools, Principals must direct the heads of departments, and other department teachers, to assign lessons, in their respective departments, so that the total time required for home study, by pupils of average ability, shall not exceed three hours daily.

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### GENERAL RULES.

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SEC. 106. Teachers shall neither advise nor require their pupils to purchase books, stationery, or publications of any kind, except those ordered by the Board, nor shall they sell to their pupils any books, paper, pencils, or any other school appliances.

SEC. 107. It shall be the duty of teachers to impress on the minds of their pupils the principles of morality, truth, justice and patriotism; to teach them to avoid idleness, profanity and falsehood; to instruct them in the principles of our government, and to train them up to a true comprehension of the rights, duties and dignities of American citizenship.

SEC. 108. No teacher shall sign, in his or her official capacity, any paper recommending any person for political preferment.

SEC. 109. Teachers are prohibited from collecting any contributions from pupils for any purpose whatever, unless application for permission to do so be first made to the Committee on Rules, who may grant or deny the request, or refer it to the Board.

SEC. 110. Principals of Grammar and Primary Schools having eight classes or more are allowed to visit other

schools in the Department one day each term. Principals of High Schools are allowed four days each year to visit other schools.

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### JANITORS.

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SEC. 111. Janitors must report for duty at the hour for opening and closing school, except in small schools, when otherwise provided by the Committee on Janitors.

SEC. 112. All janitors receiving salaries of \$40 per month and upward shall devote their entire time to the duties of their positions, and shall not leave the premises during school hours, except by permission of the Principals.

SEC. 113. On Friday of each week, or at any other time when necessary, they shall obtain from the Depository all school supplies. They shall keep school buildings, furniture, yards and outbuildings neat and clean, shall build fires, open and close school buildings, and perform other reasonable duties as may be ordered by Principals.

SEC. 114. Teachers should see that school-rooms are properly vacated after school hours, giving opportunity to janitors to place the same in order.

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### DUTIES AND RIGHTS OF PUPILS.

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SEC. 115. Every pupil is expected to attend school punctually and regularly; to conform to the regulations of the school, and to obey promptly all directions of the teacher; to observe good order and propriety of deportment; to be diligent in study, respectful to teachers, and kind and obliging to schoolmates; to refrain entirely from the use of profane and vulgar language, and to be clean and neat in person and clothing.

**SEC. 116.** All Day Schools shall be open for admission of pupils over six years of age.

**SEC. 117.** All Primary or Grammar School pupils, except those desiring to attend schools exclusively for boys or for girls, or to study German or French, shall attend the nearest school where accommodations can be had in a suitable grade, unless otherwise directed by the Classification Committee.

**SEC. 118.** Whenever the prescribed number of pupils has been admitted into any class or grade, the Principal shall keep a register of all applicants entitled to admission, who shall be admitted to vacancies in the order of their registration. Whenever a pupil is transferred, a certificate shall be given stating the name, age, grade, scholarship, deportment, attendance, residence, whether vaccinated or not, and cause of transfer. Principals must not receive pupils who have attended any other public school within a period of one year, without transfers.

**SEC. 119.** At the beginning of the school year, in July, Principals must classify their schools under the following general provisions:

All Primary and Grammar Grade classes shall consist at the beginning of the school year in July of at least fifty pupils each; provided that in schools having less than four classes the number may be modified to meet the needs of classification.

Whenever the average daily attendance of any classes falls below forty, the Superintendent shall direct Principals to fill up or consolidate such classes, if, in his judgment, such consolidation is practicable.

**SEC. 120.** In High Schools a full junior or middle class

shall consist of at least forty pupils and a full senior class of at least thirty-five pupils.

SEC. 121. Pupils are entitled, on leaving school, to receive a certificate of their standing in scholarship and deportment.

SEC. 122. Pupils shall give due attention to personal neatness and cleanliness, and any who fail in this respect must be sent home to be properly prepared for school. Those who are affected with, or in whose families there may be, any contagious disease, shall not be allowed to remain in or to return to school; except that the certificate of the physician that there is no danger of contagion, or that the danger has past, may authorize the Principals of schools to receive such pupils.

SEC. 123. No petition against a teacher shall be received by the Board of Education, or by any committee thereof, from the pupils of any school or class; but their grievances may be presented by a petition from their parents or guardians.

SEC. 124. Special students in one or more branches may be admitted to the High Schools by the Superintendent, or the Committee on Rules, upon the certificate of the Principal that there is room for such pupils, and that the regular classes will not be thereby incommoded.

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SEC. 125. Non-resident pupils shall be admitted to the Public Schools of the City and County of San Francisco only to the extent that the school accommodations may be in excess of the immediate need of the resident population. For this privilege all such non-resident pupils attending the Public Schools shall pay to the Board of Education, to the

credit of the School Fund, for each term of five months in advance:

High School.....	\$20 00
Grammar or Primary School.....	10 00

No non-resident pupil shall be admitted to a seat in any school of the Department until such pupil shall have presented to the Principal of the school a receipt showing that the required tuition has been paid to the Superintendent. Except when the schools are filled by the resident pupils, non-resident parents or guardians, who pay taxes to the City and County of San Francisco, shall be entitled to send, free of charge, one pupil belonging to their own family, and no more, for every \$500 valuation of San Francisco property on which they pay taxes. A receipted tax bill shall be required as evidence.

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### VACCINATION.

SEC. 126. Teachers must require from all pupils, before admitting them to school, satisfactory evidence that they have been vaccinated.

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### PUPILS AND TEACHERS,

SEC. 127. Teachers must hold pupils to a strict accountability for any disorderly conduct on their way to or from school, or on the school premises.

SEC. 128. Pupils, on entering school, must be furnished with a list of books and other articles required in the Course of Study.

SEC. 129. Whenever Principals are satisfied that parents are too poor to furnish books, they shall make out a list on

the proper blanks, which shall be signed by the parent and returned to the Principals, who shall furnish the books from the school libraries. All books so supplied shall be numbered and labeled as library books, and shall be collected by the Principals at the end of each term, and replaced in the school library, to be used as occasion may require in supplying other pupils. Pupils who fail to return books in reasonably good condition shall not be supplied with them in the future.

SEC. 130. Pupils must not be detained for study or for punishment during any part of the noon intermission or the short recess. All pupils except those in delicate health must be required to pass out of the class-room at recess, except in inclement weather.

SEC. 131. No pupil shall have leave to be absent a part of the day for the purpose of receiving instruction elsewhere, except by permission of the Principal or the Superintendent.

SEC. 132. Except in High Schools, pupils must not be detained for study or punishment for more than thirty minutes after the regular time for dismissal. Teachers are recommended to avoid detention after school hours, except in extreme cases.

SEC. 133. Pupils who are not in their class-rooms at 9 o'clock A. M., or 1 P. M., shall be marked as tardy.

SEC. 134. Principals must report the names and residences of habitual truants to the Secretary of the Board, whenever the case requires the assistance of the Police Officer of the Board of Education.

SEC. 135. Whenever a pupil is absent one day the teacher shall notify the parents immediately, unless satisfactory information of the cause of the absence is obtained.



SEC. 136. No pupil shall be sent home for an excuse during session hours; nor shall any pupil be sent for absent or tardy pupils, nor on errands of any kind whatever.

SEC. 137. Parents or guardians of children who have been tardy are requested to send a written excuse to the teacher on the same day that the tardiness occurs or the day following.

SEC. 138. Parents or guardians who wish children excused from school before the regular hour for dismissal are requested to send a written note to the Principal.

SEC. 139. Pupils shall be allowed to go home to lunch at the noon intermission, unless parents request teachers to detain them.

SEC. 140. Pupils may be temporarily suspended from class exercises by assistant teachers, who shall immediately report, with reasons, to the Principal for decision.

SEC. 141. Pupils who shall in any way deface or injure any school property shall be liable to suspension, or expulsion, and their parents shall be liable for damages. Pupils whose parents shall have created a disturbance in school, or shall have censured, abused or insulted any teachers before their classes, or on the school premises, shall be liable to suspension or expulsion.

SEC. 142. Pupils are prohibited from using tobacco on the school premises, or on the way to and from school.

SEC. 143. Pupils are prohibited from making presents to teachers, and from contributing toward class presents for teachers.

## PROMOTIONS.

SEC. 144. In Primary classes, and in all Grammar grades, except the eighth, the promotion of pupils from grade to grade must be determined by the Principal, after consultation with the class teacher, on the pupil's work for the year.

SEC. 145. The graduation of pupils from Grammar and High Schools shall be determined by the Principal of each school, subject to the approval of the Superintendent, and, if necessary, the order of the Board. In making a standard of graduation, a pupil's work for the year shall count at least half of such standard. The Class Record may be supplemented by such written or oral examinations as may be ordered by the Superintendent under the general directions of the Board of Education.

## EVENING SCHOOLS.

SEC. 146. The Evening Schools of this city are established to afford the means of education to boys and girls who are unable to attend the Day Schools, and to adults who may wish to avail themselves of the privileges they afford.

SEC. 147. They shall be free to all persons over ten years of age.

SEC. 148. No pupil shall be admitted to an Evening School, unless prevented from attending Day School by their regular occupation, except by permission of the Committee on Rules.

SEC. 149. The terms of the Evening Schools shall open and close on the same dates as the Day Schools.

SEC. 150. The studies pursued in these schools shall be Reading, Spelling, Writing, Arithmetic, Grammar, Geog-

raphy, Architectural Drawing, Mechanical Drawing, Book-keeping, Algebra and Geometry. The Text-Books must be the same as in the Day Schools.

SEC. 151. The sessions shall be held every evening of school days from 7:15 to 9:15.

SEC. 152. The Principal of an Evening School having eight or more classes shall not be required to teach a class, but shall have the general superintendence of that school.

SEC. 153. Teachers are required to be present ten minutes before the time for opening the school.

SEC. 154. No class shall be continued for more than thirty days unless the average daily attendance equals or exceeds twenty-five.

SEC. 155. Pupils shall not be admitted to an Evening class later than 8 P. M., except for satisfactory reasons.

SEC. 156. Assistant teachers in the Evening Schools shall be first appointed to the Evening School substitute class, and shall hold their positions during the pleasure of the Board.

SEC. 157. No teacher shall be employed both in a Day and Evening School.

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### CITY BOARD OF EXAMINATION.

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SEC. 158. The City Board of Examination shall consist of the Superintendent of Schools, and four other members, residents of the City and County of San Francisco, who shall be experienced teachers elected by the Board of Education, and shall hold office for two years. The City Superintendent of Schools is Chairman of the City Board of Examination.

**SEC. 159.** All examinations for teachers' certificates are conducted by the City Board of Examination; and teachers' certificates are issued and renewed by the Board of Education upon the recommendation of the City Board of Examination in accordance with the provisions of the State School Law.

**SEC. 160.** City certificates may be granted, without examination, to the holders of California life diplomas; California, Nevada, Washington and Oregon educational diplomas; California State Normal School diplomas; California State University diplomas, when recommended by the Faculty of the University; Grammar grade certificates of any county, city, or city and county of California; and Life diplomas and State Normal School diplomas of other States. City certificates may be renewed without examination. Graduates of the San Francisco Normal School shall be entitled to receive grammar grade certificates.

**SEC. 161.** The Board of Examination may recommend the issuance of Primary grade certificates, which shall be valid for a period of two years; Grammar grade certificates, which shall be valid for a period of six years; High School certificates, which shall be valid for a period of six years; and special certificates, valid for a period not to exceed six years, upon such special studies as may be authorized by the Board of Education.

**SEC. 162.** Applicants for special certificates for teaching a particular branch of study must pass an examination in that special branch, together with such other studies as may be required by the City Board of Examination; and if elected to the School Department, they shall hold their positions only during the pleasure of the Board of Educa-

tion. Special certificates may be issued for the following branches: Music, Drawing, Elocution, French, German, Spanish, Bookkeeping, Kindergarten work, Sewing, Stenography, Type-writing, Penmanship, Physical Culture and Cooking.

SEC. 163. Teachers in High Schools must hold a High School certificate; in Grammar Grades, at least a Grammar grade certificate; in Primary Grades, at least a Primary grade certificate.

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### APPOINTMENTS AND VACANCIES.

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SEC. 164. Any teacher left without a class in consequence of the consolidation of classes, must be assigned to the head of the substitute class. Such teachers must be assigned to duty in preference to substitute teachers.

SEC. 165. Whenever a female teacher marries, her position in the Department thereby becomes vacant.

SEC. 166. All assistant teachers in Primary and Grammar Schools shall be appointed originally on trial to a class that shall be known as the substitute class, which shall not exceed thirty in number. Teachers shall be appointed to this class in the following manner, viz.:

(1.) After July 1st of each year the first six vacancies occurring in the substitute class shall be filled by appointment from the graduates of the San Francisco Normal School of that year, the selections to be made by the Special Committee hereinafter designated, from the twelve who graduate with the highest percentage.

(2.) A competitive examination shall be held of graduates of the San Francisco Normal School, exclusive of the graduating class of the current year, and out of the num-

ber of those applying, those who shall upon such examination be found to be well qualified, but not exceeding twelve in number, shall be deemed to be entitled to be appointed teachers in the Substitute Class.

(3.) Those so selected shall be appointed teachers in the Substitute Class to fill vacancies as they may occur in such class.

(4.) If further vacancies occur so that other teachers are required for the Substitute Class, a competitive examination shall be held of such as may apply, provided that all applicants must be graduates of some Normal School or other institution of learning of higher rank, with a regular diploma therefrom, and out of the number of those applying, those who, upon such examination, shall be found to be well qualified, but not exceeding the number required to fill existing vacancies, shall be deemed entitled to be appointed teachers.

(5.) The competitive examinations above referred to shall be held before a committee consisting of the Superintendent of Schools for this City, and not less than five members of the Faculty of the University of California. The President of the Board shall be and he is hereby authorized and instructed to arrange with the Faculty of the University of California for holding such examinations, upon terms and conditions to be agreed upon between them.

(6.) No one shall be appointed a teacher in this Department who is not a graduate of some Normal School or other institution of learning of higher rank, with a regular diploma therefrom. This provision applies to both the Day and Evening Schools, but not to special teachers.

Sec. 167. No person shall be elected to a position in a High School except upon the condition that if, at any time

within six months thereafter, the Principal of such school shall report to the Classification Committee that the teacher is not fully competent to perform the duties required, then the election of such teacher shall be null and void, and the position shall again be vacant.

SEC. 168. Appointments to the regular force of teachers in Primary and in Grammar Schools shall be made from the Substitute Class. When a vacancy exists the Committee on Classification shall recommend the senior teacher of the Substitute Class for appointment by the Board of Education; *provided*, that the Superintendent shall have certified to the committee that the reports of Principals show that the teacher has proved successful in teaching and in discipline. If the reports of Principals are unfavorable the committee shall consider the next member of the Substitute Class, in order, until one is reached on whom a favorable report has been made. Any substitute teacher who fails to receive a favorable report shall be dropped from the roll of the class. Any teacher appointed after June 1, 1893, in accordance with these provisions, shall be conditionally appointed on trial for a period of two years, and shall be known as a probationary teacher.

SEC. 169. Reports on the success or failure of probationary teachers shall be made first, every three months, to the Superintendent by the Principals of schools in which they have been employed, and finally, to the Committee on Qualifications of Teachers by the Superintendent.

If these reports be favorable the committee shall recommend the election of the probationary teacher as a regular teacher in this Department; but if, in any case, the reports be unfavorable, the probationary teacher cannot be elected a teacher in the Department, and may be dropped from the rolls at any time during the term of probation.

If finally elected, such teacher shall not be dismissed, except after a fair hearing, and only for violation of the rules of the Board of Education, or for incompetency, insubordination, profanity, intemperance, unprofessional or immoral conduct.

SEC. 170. Whenever the position of a teacher in any school becomes vacant, the Principal of said school shall immediately report the fact to the Superintendent and to the Committee on Classification.

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### COMPLAINTS AND CHARGES.

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SEC. 171. All complaints or charges against teachers or other employees of the School Department shall be duly specified in writing and filed with the President of the Board, by whom they shall be referred to the proper Committee. The Committee shall, if such charges are deemed worthy of investigation, give them full and careful consideration, and shall give the teacher or employee so charged a fair hearing, and shall report to the Board for final action its findings of facts and its recommendations in the premises.

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### REPAIRS.

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SEC. 172. It shall be the duty of the Principals of schools to co-operate with the Board in keeping the buildings and premises under their charge in good repair and for this purpose Principals are authorized to provide for such small repairs as may, from time to time be needed in their respective school premises, to the following extent, viz.:

In schools of four classes or less, not exceeding three dollars for any one month.



In schools of from four to eight classes, not exceeding six dollars for any one month.

In schools of more than eight classes, not exceeding nine dollars for any one month.

Each Principal shall keep an account of all such repairs, and shall, at the end of each month, file receipted bills for the same with the Secretary of the Board. The aggregate amount of such bills, if not more than the sums allowed, and if found correct, shall be approved in writing by the Chairman of the Committee on Buildings and Grounds, and paid to the Principal as soon after the first of the month as practicable.

SEC. 173. Any repairs which exceed the monthly allowance for labor and material, must be applied for by the Principal by requisition, and it shall then be the duty of the Inspector of Buildings to visit the school and report to the Chairman of the Committee on Buildings and Grounds on such requisition. When the cost of such repairs is not over ten dollars, the Chairman may, if he deems it advisable, order the work to be done. But if the cost of such repairs is more than ten dollars, and less than two hundred, bids for the same shall be passed upon by the Committee on Buildings and Grounds, and the work awarded to the lowest responsible bidder.

SEC. 174. Janitors must, to the extent of their ability, and under the direction of the Principals, keep buildings, yards and fences in repair, for which purpose the Committee on Buildings and Grounds is authorized to furnish to the schools such ordinary carpenter-tools and materials as may be needed. For such tools, janitors shall sign receipts and shall be responsible for any loss or damage thereto, ordinary wear and tear excepted.

**MISCELLANEOUS.**

**SEC. 175.** Graduating exercises, except of High Schools, must be held in public school buildings.

**SEC. 176.** School buildings must be used exclusively for public instruction.

**SEC. 177.** No festival, exhibition, concert, excursion or picnic shall be held by any school unless authorized by the Board, and when authorized, the net proceeds therefrom shall be paid to the Secretary of the Board, who shall be the custodian of the money until expended for the purposes for which it was collected. The Principal of the school, the Secretary of the Board, and the Chairman of the Committee on Finance, shall have power to expend the same for apparatus or school appliances. All articles purchased shall belong to the School Department.

**SEC. 178.** No medals or prizes shall be awarded to pupils unless authorized by the Board. In schools having a Medal Fund, no medals, except silver or bronze, shall be awarded, and those only to graduates of the Grammar Schools on exemplary deportment and good scholarship.

**SEC. 179.** In accordance with the requirements of the State School Law, beginners' classes shall be placed in charge, wherever practicable, of Normal School graduates, or of teachers who have had at least two years' experience in teaching.

**SEC. 180.** The salaries of teachers, and other employees of the Board, shall begin at the time they respectively enter upon their duties.

**SEC. 181.** Whenever a flag is provided for school use, the Committee on Buildings and Grounds is authorized to

order the erection of a suitable flag-staff on the school house or on the grounds.

SEC. 182. All teachers and employees of the School Department shall be actual residents of the City and County of San Francisco; *provided*, that this rule shall not affect any of the teachers and employees who at the date of the adoption thereof are non-residents of the City and County of San Francisco.

SEC. 183. No advertisement shall be read, distributed, or given away in school, nor shall newspapers, books, publications, or articles of any kind be advertised, distributed or exhibited in school, by teachers, pupils or other persons.

SEC. 184. No sectarian or denominational publications of any kind whatever shall be used in school, or made a part of any school library; nor shall any denominational or sectarian doctrines be inculcated.

SEC. 185. No person in the employ of the Department shall make, or contribute to, any present to a member of the Board of Education, Superintendent, Principal, or any other school officer, or receive a present from any pupil.

SEC. 186. Classes of beginners in the public schools shall be formed only at the commencement of each school year, and, for the first six months, shall be known as beginners' classes, and thereafter shall be known as lower first grades. Teachers, while in charge of beginners' classes, shall be paid the maximum salaries that they would be entitled to in the Grammar grades.

SEC. 187. Whenever a Grammar or Primary Class is composed of more than one grade, the grade of the teacher thereof, for the purpose of determining her salary under

the salary schedule, shall be the grade of the majority of the pupils in the class.

SEC. 188. Only such teachers as are holders of Grammar Grade Certificates shall be entitled to teach beginners' classes.

SEC. 189. All former rules of the Board of Education, and all resolutions and orders that are in conflict with these rules, are hereby rescinded.

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